



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 17, 2015

Margarita Mendez Mota
1303 Lewis Avenue
Des Moines, IA 50315

Dear Child Care Provider,

This letter is in regards to the February 11, 2015 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

While you were not over in numbers at the time of the spot check, you have been over your allotted numbers varying days in September 2014, October 2014, December 2014, and January 2015 per billing information reported. This is the second time failure to comply with numbers regulations has been addressed and documented. This was previously discussed in May 2014. Safety plans were completed in May 2014 and again in February 2015 in an attempt to be accountable to the regulations and requirements. Copies have been provided to you of the safety plan which you agreed to by your signature. You have been advised that a third incidence of being over the regulatory numbers can start the revocation process and may result in revocation of your daycare registration.

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone. *Initially, I requested all phone numbers be programmed into a cell phone. I am now requiring that all emergency numbers must be posted in a visible location. This is an adjusted requirement and is intended to make phone numbers available to children, neighbors, emergency personell, or others who may be available to make necessary calls if you are unavailable due to an emergency.*

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

There were several medications in the kitchen on a shelf as well as a pill planner container on the kitchen table at the time of my visit. You did have a gate blocking the children from being in the kitchen, however, if one of the children were to bypass the gate or gain unknown access to the kitchen the medications would be available for them to access. You will need to move the

medications to a child proof location such as a cuboard or safe or move them up to a high cabinet where the children cannot reach.

☐ 110.5(1)d Medicines are given only with written authorization from the doctor or parent.

There is a form provided on page 27 of the packet provided to you at the time of the spot check that can assist you with this requirement.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Please replace and hang. Make sure these are up at all times. You mentioned that the children often rip them down. I would suggest putting them high enough that they are not within reach. I would also suggest laminating these items so they may last longer.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Please add one smoke detector to either your living room area or your play area, it is your choice. Since you have overnight children that sleep in the play area, the smoke detector in the kitchen hall area is not sufficient to cover the entire space.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Please add a small decal sticker to the vehicle used to transport children. These can be obtained at Staples, Wal-Mart, or online at the website listed above.

☐ 110.5(1)q Pet birds are purchased from an approved dealer. Examined by a veterinarian to verify free of infectious diseases. Children are not allowed to handle pet birds.

Please locate your purchase paperwork identifying purchase from an approved dealer. The bird(s) will also need to be seen by a veterinarian to determine that they are free from infectious diseases. Please use the form provided on page 26 for the veterinarian to complete. Keep a separate file for your bird(s) containing this information on hand at all times. Children should not be handling, feeding, or cleaning in regards to this animal.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

You reported that your aunt, Elsa Lerma, is now living in your home. You stated you have submitted this request to registration and are waiting for finger printing to be completed. Elsa needs a current physical on file at all times. Please use pages 24 and 25 of the packet to meet this requirement. This document is good for three years from date of service.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

You reported that you are currently certified but cannot locate your credentials card or certificate. You have offered to send me a copy for your file upon location. Please note, your registration renewal is due in March 2016, if you do not proof of a current CPR/First Aid course you will be denied renewal at that time.

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

Please locate all training certificates and keep in a file labeled training or in your personal provider file for easy access. You also indicated you would be willing to send me copies of your certificates for verification. If you find you need assistance with locating trainings you can contact Kelly Van Haaften at Child Care Resource and Referral at 515-246-3560. You can also access some online classes for credit, they are listed on page 11 of the packet.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

I would suggest choosing a set time of the year to annually update your files for each child. This gives you the opportunity to communicate what you need from parents (doctor's reports, immunizations, etc.). Parents may be more cooperative if they know what to expect and when you need it by.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Check all files to make sure this is updated. Children XO, EM, and DJ definitely need updated.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Check all files. XO, EM, and DJ definitely need updated.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Please make sure MM file is updated.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Needed for DJ.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Needed for MM

☐ 110.5(9)d If absence is planned, care is provided by a DHS-approved substitute.

Although you report you have applied for Elsa Lerma as a household member and assistant, she has not yet been approved and was present at my visit today. You also reported that she was present on January 27, 2015 when I first attempted to complete your spot check and you were not home. You reported that you had daycare children in your care on this day but they were home with Ms Lerma while you ran an errand. This is the second instance where an unapproved individual has been present with the children or responsible for their care in your absence; the first occurring in May 2014. You completed safety planning regarding this issue in May 2014 and February 2015 to assist you in coming into compliance. You have been advised if this regulation continues to be out of compliance in the future the revocation process can be initiated and you may lose your registration.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

x ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: April 14, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford
Melissa Crawford
Social Worker II

C. Mark Chappelle
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by

going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).